



**The Printing Workflow: Processes, Terminology and Ordering Printing** class has been designed to provide attendees with a dynamic knowledge of basic printing processes and terminology.

### What You Will Learn

In this custom course minor digital and traditional prepress and printing processes along with other forms of printing (letterpress, gravure, screen printing, duplicating and copying, and digital presses) are discussed.

In addition, ink on paper and other substrates, spot color, and process color are covered. Paper and envelopes (grades, weights, usage, sizes) and the Government paper system are discussed. Post-press finishing operations and binding, GPO printing procurement, and the Quality Assurance through Attributes Program are covered as are both traditional and desktop publishing.

Emphasis is put on the need to communicate printing, publishing and digital media requirements clearly and completely. New print orders, reorders and unusual requirements are covered. The course also educates the customer in identifying product demands, schedules and timelines needed to better estimate a printing project. Case studies are used to help students figure out what they need to communicate with the GPO. This class is intended to help solve communication barriers that arise when ordering products.

### Topics include

- Printing Processes
- Ink
- Color
- Paper
- Government paper system
- Terminology
- Post-press finishing
- Binding
- Print procurement
- Quality Assurance through Attributes Program

### Target Student

Government employees involved in publishing who have little or no knowledge of traditional or electronic printing processes and terminology should find the class valuable. It is also a good review of both processes.

Prerequisites: None

**Cost** \$800

**When** To Be Announced  
9:00 am – 4:00 pm

**Where** 732 North Capitol St., N.W.  
Rm. C565  
Washington, D.C. 20401

### Registration

Pre-register online at [www.gpo.gov/customers/institute](http://www.gpo.gov/customers/institute). After pre-registration is complete, a member of our staff will contact you for payment information. Credit cards are encouraged.